



ARMY AGR VACANCY ANNOUNCEMENT



AMENDED 20120410

Application Mailing Address: HUMAN RESOURCES OFFICE/AGR COLORADO NATIONAL GUARD 6848 S REVERE PARKWAY CENTENNIAL, CO 80112		Position open to females and males		ANNOUNCEMENT NUMBER: AGR # 046-12	
		Para/Lin: 212B/08 Security Clearance: Secret		OPENING DATE: 09 March 2012	CLOSING DATE: 25 April 2012
POSITION DESCRIPTION: RPAM NCO 42A20 VICE: McGregor		GRADE: Maximum: E-5 Minimum: E-4		OPEN FOR FILL: <input checked="" type="checkbox"/> STATE <input type="checkbox"/> NATIONWIDE	
UNIT OF ACTIVITY: JFHQ, MILPO 6848 S. Revere Pkwy Centennial, CO 80112				TYPE OF POSITION <input type="checkbox"/> COANG <input checked="" type="checkbox"/> COARNG	
MILITARY ASSIGNMENT: JFHQ, MILPO 6848 S. Revere Pkwy Centennial, CO 80112				EVALUATION FACTORS USED: Review of individual applications and Personal interviews.	

AREA OF CONSIDERATION: Open to current members of the COARNG and those eligible to become members in the grade of E4 – E5. AGR Soldiers within the first 18 months of their initial AGR tour must include a request for exception to policy with their application. Non MOSQ Selectee must become MOSQ within one year of hire. Applicant must have secret security clearance or the ability to obtain within one year. **PCS funds subject to availability. Per ARNG-HRH Policy Memo #10-039, AGR Personnel must complete required NGB training within one year of assignment to position.** Applicants must meet the state active federal service requirements for promotion. Soldiers must meet initial eligibility requirements of Table 2-1, AR 135-18 and be in compliance with DA PAM 611-21. Current COARNG AGR applicants need only submit items # 1, 4–8.

APPLICATION DOCUMENTATION

(Qualified applicants must submit applications as described below to the address in the upper left hand corner of this announcement.)

1. **NGB 34-1** must be complete with original signature. (No binders)
2. **PHYSICAL:** Individual Medical Readiness Record (MEDPROS) with last Periodic Health Assessment (PHA) within 12 months.
 - If your last PHA is older than 12 months at time of hire a new PHA will be required prior to hire date.
 - Must have **HIV** less than 24 months old at time of application. If test results are older than 24 months you will be required to have new test results prior to hire date.
3. **DA Photograph in Class A military uniform** (ASUs), three-quarter or full length, taken within the last 12 months.
 - Name, SSN, Rank, Branch, and date of photo **on rear** of photograph (unless listed on menu board of official military photo)
4. Photocopy of last 5 **NCOERs**.
5. Certified true copy of **ERB or DA 2-1** (each sheet must be certified with original signature of unit administrator or MILPO)
6. Personnel Qualification Record (**PQR**)
7. Copy of latest **APFT** Scorecard (**DA 705**) (must be less than 12 months old). Profiles must be attached if applicable. Soldiers on a **temporary profile** are **NOT** eligible to enter the AGR program.
8. Copy of **DMA Form 76** (Individual Record of Ht-Wt) completed within the last 12 months, if not annotated on DA 705.
 - Must have a **DD 5500 or 5501-R (Female)** attached if body fat content test required.
9. **NGB 23**, NGB 23b (RPAS Statement), retirement record
10. Copy of all **DD214's / NGB 22's** showing all prior service.
11. Copy of current **Driver's License**.

Security Clearance – A Secret Security Clearance must be attained within 12 months from the AGR hire date. If a Secret Security Clearance can not be attained within 12 months a determination must be made by the State Security Manager on the probability of a Secret Security Clearance being approved. If a Secret Security Clearance can not be attained you will be considered for removal from the AGR program or be reassigned as per NGR (AR) 600-5.

Applications without all required supporting documents will be returned without consideration. US Government postage and envelopes may NOT be used for submitting applications. Qualified applicants will be contacted by the selecting supervisor or his/her representative for interviews. After the board recommendation is approved by the EO and HRO, the Board President or his/her representative will contact all applicants to notify them of selection or non-selection. This office will also confirm selection or non-selection by memorandum.

AGR Questions: Email: john.garcia5@us.army.mil

POC for Announcement: MSG Frankie Gomez 720-250-1321

PRIMARY DUTIES AND RESPONSIBILITIES:

Maintains RPAM system for all members of the COARNG to include manually updating ACCP courses and ensuring accuracy of BASD and PEBDs; sends and receives IST data from other states; correct RPAS statements for all COARNG Soldiers; perform daily upload and export data to NGB; perform SIDPERS updates to Soldiers report regarding 20 year letter and RCSBP elections; brief units on RPAM records and retirement information and counsels Soldiers retirement benefits to include Survivor Benefit Elections; prepares and processes 20 year and 15 year retirement eligibility letters for all eligible COARNG Soldiers; provides guidance to Soldiers regarding Army Board of Corrections procedures; point of contact for DFAS, HRC, NGB and VA regarding ABCMR cases, retirees, current and deceased Soldiers; prepares and processes retirement applications for grey area retirees; acts as OIP inspector for RPAM; attends required RPAM/Retirement conferences; assist survivors of deceased Soldiers with RCSBP/SBP applications.

Process discharge PARs in MILPO Orders; prepares and distributes NGB Form 22 and certificates for all COARNG Soldiers; prepares and distributes DD Form 214 and DD Form 220 for all traditional COARNG Soldiers; manages DPRO expired ETS reports.

Performs backup DEERS operations; perform other duties as assigned.

42A--Human Resources Specialist

a. *Major duties.* The human resources specialist supervises or performs personnel and administrative functions in support of company, battery, troop; detachments at division, corps, and echelons above corps; in brigade and battalion S1's or in other similar organizations, activities and units; and advises the commander, the staff, and unit Soldiers on human resource matters. The human resources specialist also participates in occupational classification and management of human resources or supervises personnel management of human resources or supervises personnel management activities to include maintaining officer and enlisted personnel records and processing personnel actions concerning Soldiers and their families. Duties for MOS 42A at each level of skill are:

(1) *MOSC 42A10.* Prepare personnel accounting and strength management reports. Prepare and reviews personnel casualty documents. Monitor appointment of line of duty, survivor assistance and summary court officers. Processes line of duty investigations. Prepare letters of sympathy to next of kin. Prepares and processes recommendations for awards and decorations and arranges for awards ceremony. Prepares, updates, and coordinates requests for evaluations, to include responding to evaluation inquiries. Prepares and monitors requests for promotions and arranges for promotion ceremony, to include promotion declinations, reconsideration for promotions, and arrange for reduction and removal boards for Soldiers on local promotion standing lists. Processes centralized and decentralized promotions and reduction actions. Prepares and monitors requests for reductions, transfers, and discharges. Prepares and monitors requests for identification cards and tags, leaves, and passes, line of duty determination, MILPER data and information management, orders for temporary duty and travel, personnel processing, personnel security clearances, training and reassignment, retention, military and special pay programs, personnel accounting and strength management, transition processing, meal cards, training Soldier support file, and unit administration. Apply knowledge of provisions and limitations of Freedom of Information and Privacy Acts.

Requisitions and maintains office supplies, blank forms, and publications. Types military and non-military correspondence in draft and final copy. Prepares and maintains functional files per MARKS. Evaluate personnel qualifications for special assignment. Prepares and processes requests for transfer or reassignment. Process classification/reclassification actions. Prepare orders and request for orders. Prepares and maintains officer and enlisted personnel records. Transfer records. Process personnel for separation and retirement. Process applications for OCS warrant officer flight training or other training. Processes bars to reenlistment, suspension of favorable personnel actions. Initiate action for passports and visas. Processes requests and prepares identification tags and cards. Types correspondence and forms in draft and final copy. Posts changes to Army regulations and other publications.

(2) *MOSC 42A20.* Performs duties shown at preceding skill level and provides technical guidance to subordinate Soldiers in accomplishment of these duties.

(3) *MOSC 42A30.* Performs duties of and supervises the functions of the preceding skill levels. Supervise specific human resources functions in a personnel office, Battalion S1 and human resources support activity. Advise commanders on Soldiers and personnel readiness and strength levels of supported reporting units. Reviews consolidated reports, statistics,

applications, and prepares recommendations for personnel actions to higher headquarters. Reviews and prepares reports and data on strength (gains and losses) of personnel and makes duty assignments of enlisted personnel. Review cyclic and other reports to assess systems performance. Maintain liaison with servicing data processing facility and field managers of interfaced systems.

Minimum Eligibility Criteria:

Must meet requirements as stated in the "Areas of Consideration". Must be able to serve at least 3 years in an active military status prior to completing 18 years of active Federal Service, on the date of mandatory removal. Must be able to complete at least 10 years of continuous service in an AGR status prior to Mandatory Removal Date. Must meet medical standards prescribed by AR 40-501 chapter 3. Must not be a candidate for an elective office, hold a civil office, or are engaged in partisan political activities. Must not currently have a Suspension of Favorable Personnel Actions (FLAG) Applicants who voluntarily separate from the AGR program for one or more days are not eligible to reenter the program for one year from date of separation without an NGB waiver (Applicable only if announced for those eligible to enlist in the COARNG and/or current members of the COARNG). Applicants must not be entitled to receive Federal military retired or retainer pay or Federal civil service annuities and not be eligible for immediate Federal Civil Service annuities (Applicable only if announced for those eligible to enlist in the COARNG and/or current members of the COARNG). Individuals who voluntarily resign from the AGR program in lieu of mandatory or involuntary separation action are not eligible to reenter the AGR program (Applicable only if announced for those eligible to enlist in the COARNG and/or members of the COARNG). Individuals who have been separated from other military services for cause, unsuitability, or unfitness for military service are not eligible to enter the AGR program (Applicable only if announced for those eligible to enlist in the COARNG and/or members of the COARNG).

INSTRUCTIONS TO COMMANDERS/SUPERVISORS: This position vacancy announcement will be given the broadest possible dissemination. A copy of this announcement will be posted on your unit/activity bulletin board.

THE COLORADO NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER Eligible applicants will be considered without regard to race, sex, religion, national origin, or political affiliation. Due to restrictions in assignment to certain units and MOSs some positions may have gender restrictions.